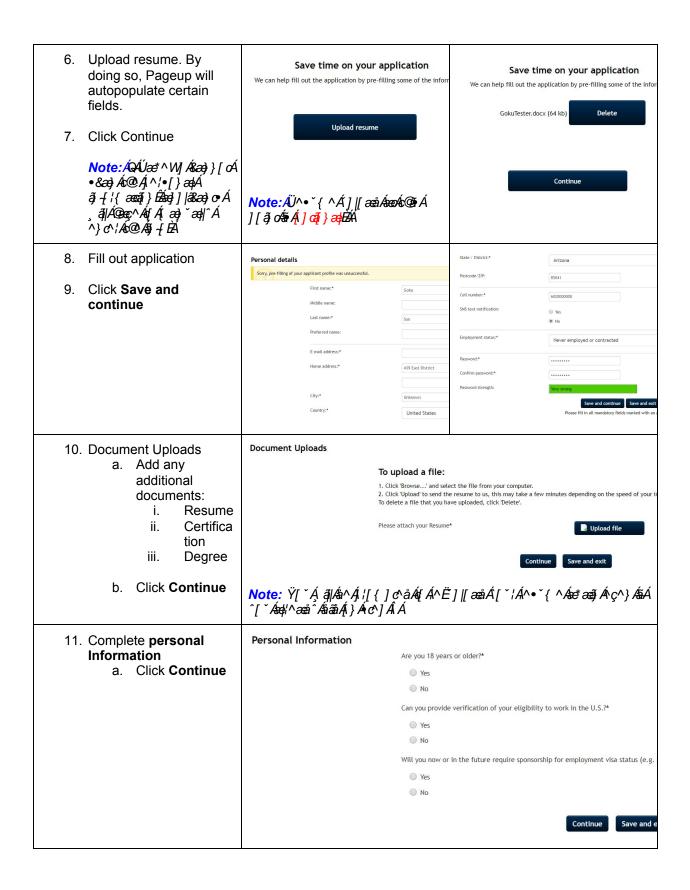


## State of Arizona Job Board Applicant User Guide

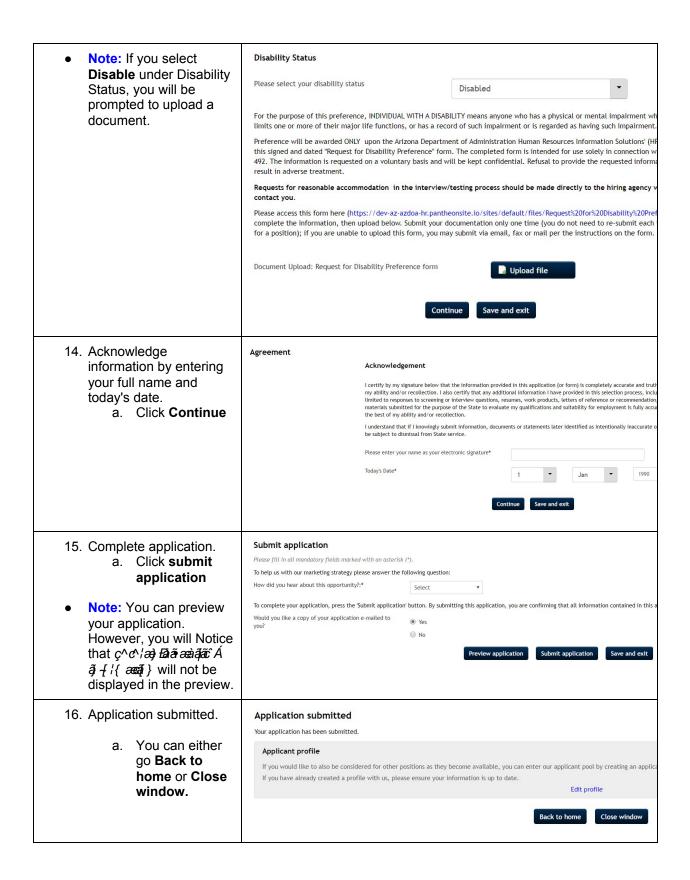
## Creating New Account / Applying For Jobs

(Applicant's POV)

1. Open a google browser ARIZ**O**NA Home **Current Openings** and enter the following link on the address bar: https://state-of-arizona.c areer-pages.com/home Welcome to AZ State Jobs! A career in public service awaits you. Come join our team! 2. Search for Current **ARIZONA Current Openings** Home Openings Search by job title, location, department, category, etc. -Categories--Departments--Employment Types--Cities-Requisition Title Identifier Category Department **Employment Type** Accounting 492273 unting/Auditing DEPT OF Full-time ADMINISTRATION Steward 492266 Accounting/Auditing, Administrative GOVERNOR'S OFFICE Full-time, Internship, Support/Customer Service. Agricultural/Farm, 3. Select the position you Constituent 492266 would like to apply to. Services Liaison 4. If you don't have an Begin application account: **Apply Now** a. Enter First & E-mail address: Last Name & First Name Last Name By continuing, you agree that Email Address. read our Privacy Statement Email b. Click Apply 5. Verify email address, check box, click next.



12. Complete <b>Demographic</b> Information a. Click <b>Continue</b>	It is the policy of the State of Ariz color, sex, redigion, national origin Submission of demographic inform obtained will be kept confidential appreciate your cooperation in pr	to creating and maintaining an environment free from unlawful discrimination, hara on a to treat all individuals professionally and fairly during the employment process w, age, disability, veteran status or any other characteristic protected by law. atton is voluntary and refusal to provide it will not subject you to any adverse treatr and will be used in accordance with applicable laws, executive orders and regulation voiding the information requested below.  s https://hr.az.gov/sites/default/files/azstatejobs_ethnicity.pdf  lategory with which or additional
13. Complete Veterans and Disability Preference a. Click <b>continue</b>	Veterans and Disability Preference  Veteran Status  Please select your vetera  Disability Status  Please select your disabil	Select
Note: If you select     Veteran or disable     veteran, you will be     prompted to upload your     DD214 or FL-802	Veteran Status  Please select your veteran status  Veteran  In accordance with A.R.S. § 38-492 and State Personnel Rules, the State of Arizona will provide preference to qualified vetera veterans seeking employment with the State. Veterans' preference is available to external candidates who are not currently Current state employees are not eligible for veterans' preference. If you are requesting veterans' preference, please upload a documentation below with your SS# removed from the copy. If you are unable to upload your documentation, you may submit number or mailing address provided below. Documentation needed:  • DD214 or certification from the Veteran's Administration Office • Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran  Submit your documentation only one time (you do not need to re-submit each time you apply for a position); you may submit (602) 542-4745 or by mail to:  Arizona Department of Administration  Human Resources Division Attn: Employment Candidate Statutory Preference  100 N. 15th Avenue, Suite 400  Phoenix, AZ 85007  Document Upload: DD214 or certification from the Veteran's Administration Office  Document Upload: Form FL-802 or an equivalent letter from a service retirement board if you are a disabled veteran	



17. Applicant will receive a copy of the application	Copy of application Inbox ×  jobs@pageuppeople.com to GokuTester ▼  Dear Goku, A copy of your application has been attached for your rec Regards, State of Arizona Careers	Applicant: Goku Son Phone: (none) Mobile: 6020000000 Fax: Address: 439 East District, Unknown, Arizona, United States, 85041 Email: Goku Tester@gmail.com Gender: Dob Applied for: Constituent Services Liaison Application Date: 11-Sep-2020 14:35 Current Status: Application Form
18. Applicants will receive a confirmation email.	by logging in here.	